Stewardship Charter

for

[element]

[Theme] Framework
Idaho Spatial Data Infrastructure
State of Idaho

Version 0.1
May 2010

Under the auspices of the Idaho Geospatial Council and
Idaho Technology Resource Management Council

Introduction

Idaho Framework consists of over 40 statewide geographic datasets (referred to as elements) that are considered by the GIS community in Idaho to be a basic resource for common GIS application. The elements are organized into 14 themes and one reference category. [Name of element] is part of the [theme] theme. This is a multi-organization effort that exists as long as this element is part of Idaho's Framework. This Charter sets forth vital aspects of the collaborative nature of the stewardship activities and sets the stage for stable digital information asset management and accountability. Overall guidance for Framework stewardship and this charter are found in the references listed in Appendix A.

Context

The chair of each Framework TWG facilitates the planning and development of the elements in the theme, with the assistance and overall guidance of the Framework Coordinator. Within each theme, workgroups usually focus on one Framework element in order to organize and carry out day-to-day stewardship activities. In time, the workgroups transform to steward groups as they complete initial development.
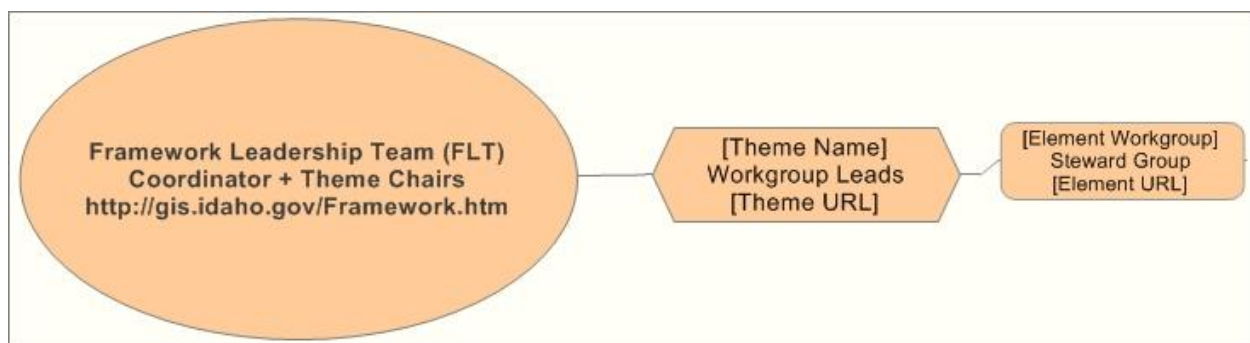

Figure 1. Stewardship roles in existing Framework TWG organization. FLT acts as inter-theme vertical steward and the Steward Council. The workgroup leads of this theme address intra-theme issues as vertical stewards. The workgroup becomes the Steward Group.

Purpose

The purpose of this charter is to provide for the accountable, thorough, and documented stewardship of [element].

Objective

The objective is to professionally manage the entire life cycle of this Framework element in a sustainable fashion.

Scope

Stewardship permeates the entire data life cycle for each Framework element. The scope of this Charter is the stewardship of [element].

Name

This steward group will be known as: [element steward group name].

Responsibilities

Each member of the steward group agrees to:

- Participate in stewardship meetings or arrange a designee.
- Chair and/or participate on related Framework groups as appropriate.
- Represent and communicate with stakeholders and constituent groups.
- Adhere to Stewardship Best Practices and Framework Stewardship guidance referenced in Appendix A.
- Facilitate, document and adhere to workflows and procedures.
- Identify and help resolve relevant vertical integration issues.
- Assign an alternate representative to participate on a temporary basis, as needed.

As a steward group, the members will:

- Establish and adhere to a comprehensive Stewardship Plan setting forth the specifics of stewardship for this element, including standard operating procedures and business rules, as appropriate.
- Pursue funding and resources to fulfill stewardship responsibilities.

The Framework Steward will maintain a current, complete record of all member organizations and their representatives, with contact information, and provide appropriate access to that information.

Membership and Roles

Position	Div/Sec	Agency	Role
e.g. GIS Project Mgr	*Land Records/GCDB*	*BLM*	*Framework Steward*
e.g. Sr. GIS Analyst	*Land Records*	*BLM*	*Alt Framework Steward*
e.g. County Mapper	*Ada County Assessor*	*Ada County*	*Source Steward*
e.g. East RRC liaison	*GISTrEC*	*ISU*	*Regional Steward*
[replace ex. & add]			
Framework Coord.	*Idaho Geospatial Ofc*	*OCIO-Idaho*	*Vertical Steward*

A list of the names and contact information of the people currently holding these positions are attached as Appendix B.

Meetings

Initially, meetings will be conducted [monthly, bimonthly, quarterly], with the inaugural meeting held on [date]. Meeting frequency may be revised by agreement and documented by an addendum; special meetings will be scheduled as needed. Email and other digital communication methods may be employed to conduct business efficiently and effectively.

Succession

Continuity is vital for meeting our objective. Notwithstanding, it may become necessary for an organization to step away from stewardship responsibilities related to this element. Any organization may terminate its role or membership in the workgroup upon sixty (60) days' written notice to the stewardship lead (usually the Framework Steward), with a courtesy notice to the Framework Coordinator. If the Framework Steward is withdrawing, then notice is provided to the Framework Coordinator. If the withdrawing member performs a key role, such as Framework steward, a replacement organization must be identified and become a signatory to this Charter prior to the time the responsibilities are transferred. Transfer of responsibilities will occur in an orderly manner.

Individuals or their alternates representing organizations may change from time to time. In that event, the affected organization will name a successor and provide name and contact information to the Framework Steward within 30 days of the change. The Framework Steward will make all relevant updates and distributions in a timely fashion.

Nonperformance

Representatives of member organizations might neglect stewardship responsibilities. In that event, termination for nonperformance may be initiated by the Framework Steward on behalf of the workgroup. Prior to any termination, the Framework Steward may notify the immediate supervisor or higher-level manager within the representative's organization to advise them of the group's concerns. The affected organization has 30 days from the date of initial contact to propose a remedy and plan to cure, in writing, by email or regular mail, to the Framework Steward. If the proposed cure is reasonable and responsive, the Framework Steward has the authority to accept it on behalf of this steward group. If, after an additional 30 days, the cure is not implemented or is ineffective, the Framework Steward will work with the member in good faith until an effective cure is implemented or succession is arranged. Termination may proceed and be effective 60 days after notice posted on the Framework website and broadcast via other appropriate communication channels.

Amendment

This charter may be amended by a two-thirds majority of the member organizations. Changes to names and contact information (Appendix B) may be made by the Framework Steward without a vote in accordance with the Succession paragraph above.

Counterparts

This Charter can be signed in counterparts, with each member organization executing its signature page independently of all other member organizations. A copy of this Charter and all signature pages will be sent to each member organization for its records.

[insert appropriate signature blocks, one organization per page, so the charter can be executed in counterparts] *Note: Every organization will have different signature requirements. It is suggested that they submit their signatures independently with all essential information, such as date, title, name, organization name, stewardship role. For example:*

"Framework Coordinator"

DEPARTMENT OF ADMINISTRATION

By_____   Date_____
J. Michael Gwartney, ITRMC Chair and State CIO

Appendix A
References and Web Links

PlanGraphics, Inc., for OGIC. *Geographic Data Stewardship Best Practices*. 2005.
   www.Idaho.gov/DAS/EISPD/GEO/gisutility.shtml.

Idaho Geospatial Office, *et al*. *Framework Stewardship for ISDI*. 2010. <mark>Add link</mark>

http://gis.idaho.gov/Framework.htm

Appendix B
Names and Contact Information of Member Organizations